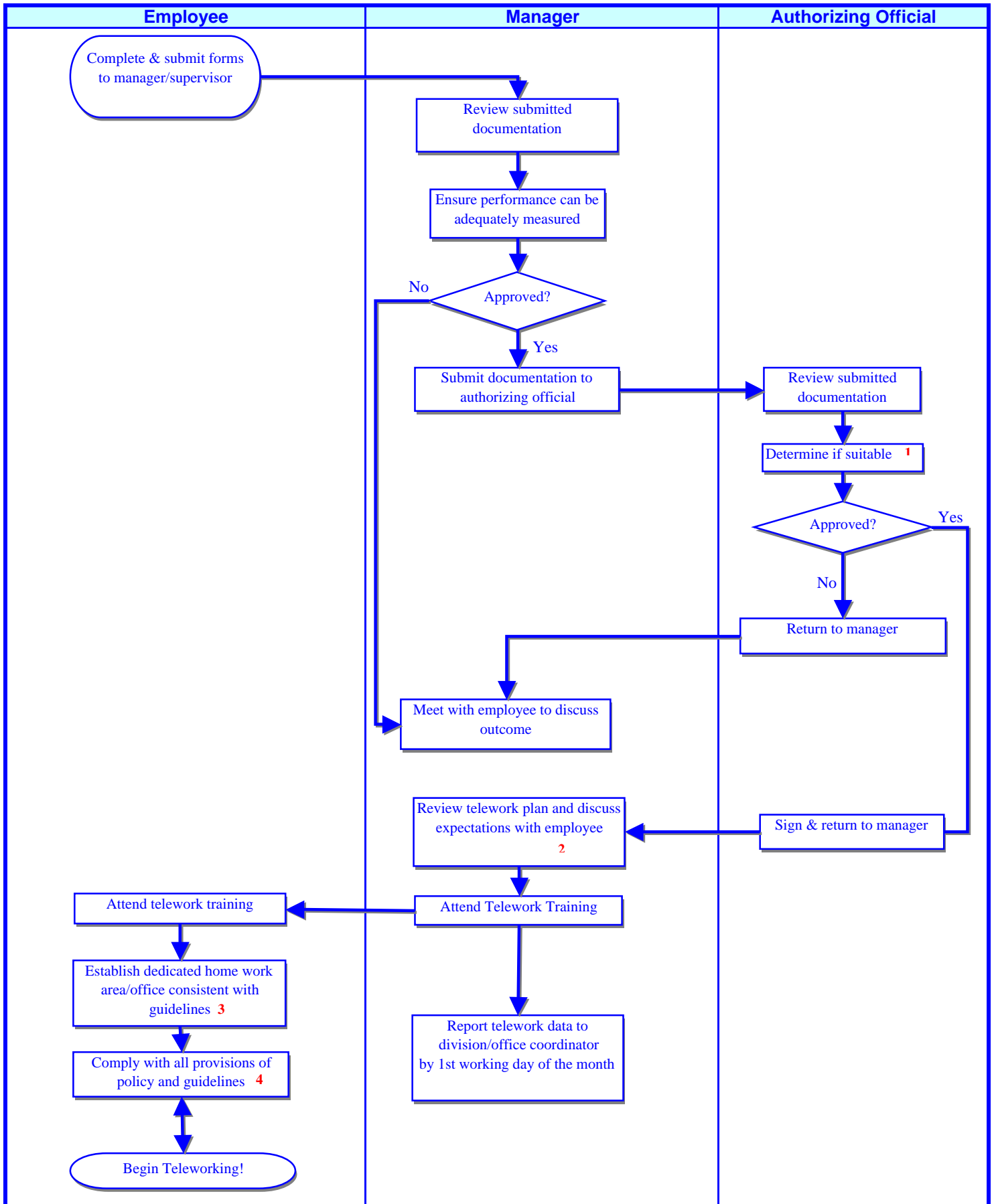


Telework Process



Telework Process

1 Authorizing Official

Select employees who are motivated and self directed.
Ensure Managers have appropriate management skills.

2 Manager

Define objectives and deliverables.
Establish tasks and product schedules.
Define communication methods with the employee.
Discuss with employee how performance will be measured.
Measure in quantity, quality and time to complete.
Build progress reports into communication process.
Review how teleworking is working on a monthly basis.

3 Employee

Ensure security of confidential information.
Submit property removal form if removing state property.

4 Employee

Establish a routine.
Report to department work site for meetings, trainings, etc as required by manager/supervisor or other authorized official.
Meet with supervisor and co-workers ahead of time
Discuss work to be performed and accessibility.
Identify tasks to be done at home.
Make a "To Do List"
Assemble files/materials that will be needed for tasks.
Take alternative work.
Maintain contact with employees in the office.
Keep manager informed.
Stick to deadlines.
Plan ahead when setting meetings.
Notify manager/supervisor of any problems/issues as they arise.